

## **JOB TITLE**

Executive Director

## **TERMS OF EMPLOYMENT**

Full-Time, Exempt

## **POSITION DESCRIPTION**

*The Maryland Symphony Orchestra seeks a dynamic, collaborative leader with a passion for orchestral music and strong administrative skills to become the next Executive Director of this organization with a dedication for artistic excellence and a strong reputation for fiscal responsibility.*

Since its founding in 1982, the Maryland Symphony Orchestra's (MSO) influence and reputation has reached far beyond Western Maryland. It is one of only four professional symphony orchestras in Maryland and audience members from South Central Pennsylvania, West Virginia's Eastern Panhandle, the Shenandoah Valley of Virginia and the Baltimore-Washington Metropolitan area are drawn to concerts held at the historic Maryland Theatre in downtown Hagerstown. Under the baton of Music Director Elizabeth Schulze - whom the Washington Post calls "a superb conductor" - the MSO is an orchestra of exceptional artistic quality.

The Maryland Symphony Orchestra provides a variety of concert offerings including a Masterworks Series, MSO Pops!, Home for the Holidays, educational offerings such as the Citi Youth Concerts and Symphony Saturday Concerts, Kinder Konzerts Series and the annual the Salute to Independence Concert at Antietam National Battlefield drawing 30,000 in attendance. The current annual operating budget is \$1.5 million.

Barry Tuckwell, Music Director for the MSO's first seventeen seasons, provided a solid foundation for the orchestra, bringing musical masterpieces to life for many who were unfamiliar with the beauty of classical music. Under the artistic leadership of current Music Director Elizabeth Schulze, new concerts and programs have been added and the repertoire has both broadened and deepened. By keeping in mind its mission - "to provide musical performances and programs that educate and entertain while enhancing the cultural environment of Western Maryland and the surrounding region" - the Maryland Symphony Orchestra remains one of the area's greatest treasures. The Orchestra's vision is stated as "Music for All".

## **BASIC FUNCTION**

Reporting to the Board of Directors, the Executive Director is responsible for managing the human and financial resources of the MSO in order to achieve the Orchestra's Mission. He/she will be responsible for all aspects of the organization and implement policies and the strategic direction set by the Board of Directors. He/she will lead a dynamic organization

focused on artistic excellence, community engagement and an expanded definition of the role of orchestras in the 21<sup>st</sup> Century.

- Advise the Board on matters within the Executive Director's scope of responsibilities to promote the efficient operation of the Orchestra
- Assist with all fundraising activities including annual fund campaigns, corporate sponsorship campaigns and special events
- Develop and implement the marketing plan for subscription campaigns and individual ticket sales
- Working with the Music Director, ensure the successful implementation of the artistic goals and vision of the organization
- Oversee all aspects of concert operations and production and the implementation and development of the education programs
- Working with the finance committee chair, develop and prepare the annual budget and monitor annual budget progress
- Maintain the day-to-day business operations of the organization and recruit and supervise a dedicated and capable staff

### **EXPERIENCE AND QUALIFICATIONS**

Professional administrator with management experience in a performing arts organization, preferably with a symphony orchestra, and a passion for orchestras and their work in communities; knowledge of current trends and developments in the performing arts; comfort with managing change;

the ability to work successfully with donors, community leaders, musicians, the organization's Board of Directors, and staff to enhance the Orchestra; desire to take on an active role in the ongoing transformation of the community and the orchestra in the 21<sup>st</sup> century;

experience working with a diverse group of personalities and stake holders including professional musicians, conductors, performing artists and educators, as valued collaborators; to deliver exceptional concert and educational experiences; understanding of the unique challenges faced by per service musicians and how to successfully manage the relationship between musicians and the organization;

track record of measurable and successful results in audience development, with an understanding of positioning and strategic marketing; demonstrated ability to build customer loyalty, develop brand awareness, and increase audience size, diversity, and demand;

be an enthusiastic fundraiser with the demonstrated ability to compete successfully for philanthropic support and the willingness to devote substantial time and effort to fundraising in identifying, cultivating, and soliciting donors and other sources of revenue;

have a full understanding of orchestra operations and financial management and ability to develop and monitor realistic budgets. Be a leader who is accountable, detailed, organized with an enthusiasm for leading and mentoring a small but dedicated staff; a strategic thinker who is a good listener and open to diverse opinions from a variety of stakeholders;

have outstanding oral and written communication skills, and an effective advocate for the organization; a leader that embraces transparency, high ethical standards, and integrity; possess a desire to become fully engaged in the Hagerstown and Washington County community both professionally and personally.

## **THE COMMUNITY**

The Maryland Symphony Orchestra is located in Hagerstown, Maryland (population 40,306), the County seat of Washington County Maryland. Hagerstown is central to a region that encompasses about 720,000 people and is 70 miles north west of Washington DC and Baltimore. The MSO is the only professional orchestra in this region.

Called the Gateway to Western Maryland, Hagerstown & Washington County are found at the confluence of the Shenandoah and Potomac Rivers, and just south of the Mason-Dixon Line. We are part of the Appalachian Highlands, where you can take in the beauty of cultivated valleys, and pastoral low rolling mountains.

Downtown Hagerstown features a vibrant Arts & Entertainment District and is home to the Maryland Theatre which offers year-round performances and events, and is home to the MSO. The Theatre is undergoing a major renovation which will include new office space for the MSO. The Washington County Museum of Fine Arts, located in the award-winning City Park, has an outstanding collection with pieces by world renowned artists such as Picasso, Rodin, and Norman Rockwell. Our new Cultural Trail is a unique “curve-linear” park that combines history and art. The Mural of Unusual Size and Pod sculpture are surrounded by butterfly gardens and other art installations.

Recreational activities are abundant and Washington County is the home of many parks and outdoor recreation areas including the C & O Canal National Park and Antietam Battlefield National Park, site of the MSO's annual Salute to Independence in July. The area has many recreational opportunities including hiking, fishing, hunting, birding and skiing.

## **TO APPLY:**

Send by email a cover letter and resume to MSO Executive Director Search at [akipe@marylandsymphony.org](mailto:akipe@marylandsymphony.org)

Compensation is competitive and commensurate with experience. Benefits include employer paid healthcare, HSA (health spending account), PTO, paid parking, and other fringe benefits

Applications will be reviewed on a rolling basis with applications requested by March 15, 2019

The Maryland Symphony Orchestra is an equal opportunity employer